

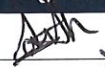

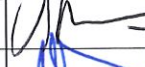

## TGT IT Hardware Disposal Policy

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Version: 1.0

## Documentation Approval

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## Documentation Change History

Version	Effective Date	Description of Change	Change Made By
1.0	22-August-2024	New Policy	Diljith Padikkal Kandy

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## 1. Introduction

This policy outlines the procedures for the disposal of corporate hardware, ensuring that all devices are disposed of securely, responsibly, and in compliance with regulatory requirements. This policy applies to all types of hardware, including but not limited to laptops, PCs, and tablets.

## 2. Purpose

The purpose of this policy is to establish a standardized approach to IT asset disposal, ensuring:

- Protection of sensitive data
- Efficient management of IT assets
- Minimization of the organization's environmental impact

## 3. Scope

This policy applies to all IT equipment and assets owned, leased, or controlled by the organization.

## 4. Validity and Amendments

The Policy comes into effect on the directive of the CEO of TGT Oilfield Services. The Policy is deemed invalid upon the directive of the CEO of TGT Oilfield Services. Any amendments to the Policy are implemented in accordance with the directive of the CEO of TGT Oilfield Services.

Amendments to the Policy may be initiated by:

- CEO TGT Oilfield Services
- Information Technology Director

## 5. Standard Depreciation Practice

All corporate hardware is subject to a standard depreciation practice with a maximum usage period of 40 months. This practice ensures that hardware is maintained in optimal condition, minimizing the risk of failure and security vulnerabilities.

## 6. Disposal Process for User Devices

### 6.1 Identification of Hardware Disposal

- Once hardware reaches the age of 36 months, it must be marked for disposal.
- This triggers the disposal process, initiating the steps to identify replacement hardware and commence the procurement process.

### 6.2 Procurement of Replacement Hardware

- Identify suitable replacement hardware based on current user requirements and corporate standards.
- Kick off the procurement process to acquire the replacement hardware.

### 6.3 Assignment and Setup of Replacement Hardware

- Upon receiving the replacement hardware, it must be configured and assigned to the relevant user.

- Ensure all necessary corporate software and configurations are applied to the new device.

#### **6.4 Cleaning and Resetting Old Hardware**

- The old hardware must be cleaned and reset to restore it to manufacturer default settings.
- All corporate data and proprietary licenses must be removed from the device to ensure data security and compliance with privacy regulations.

#### **6.5 Asset Disposal Procedure**

- Identify the serial number of the old hardware.
- Fill out the Asset Disposal Form with all necessary details, including the serial number and reason for disposal.
- Obtain the necessary approvals to remove the asset from the organization's fixed assets register.

#### **6.6 Donation and Final Disposal**

- As part of the organization's acknowledged responsibility to society, the disposed hardware will be donated to charity or schools to assist students in need.
- Ensure that all donated hardware is in good working condition and fully reset to manufacturer settings.
- Coordinate with certified charitable organizations and educational institutions to manage the donation process.

### **7. Governance and Restriction on Transfer to Staff**

- The company strictly prohibits the transfer of corporate-owned devices to staff, even after the hardware has reached the disposal stage.
- This restriction is part of the organization's governance practices to ensure compliance, security, and proper management of corporate assets.
- Any attempt to transfer, sell, or otherwise distribute corporate hardware to staff will result in disciplinary action and may be subject to legal consequences.

### **8. Approval and Documentation**

- All disposal actions must be documented and approved by the relevant authorities within the organization.
- Maintain records of the disposal process, including the Asset Disposal Form and any approvals, for auditing and compliance purposes.

### **9. Review and Compliance**

- This policy will be reviewed annually to ensure it remains relevant and compliant with any changes in regulations or corporate requirements.
- Non-compliance with this policy may result in disciplinary action, as well as potential security and legal risks for the organization

### **10. Contact Information**

For any questions or further clarification regarding this policy, please contact the IT Department.